

**TOWN THEATRE, INC**  
**Board of Directors Meeting**  
**June 18, 2015 Highland Municipal Building 6:30 PM**

**Pledge of Allegiance**

The Board of Directors of the Town Theatre, Inc. began their meeting with the Pledge of Allegiance.

**Roll Call and Introductions**

Present on roll call included the following Town Theatre Board Members: Robin Carlascio, Bridget DeYoung, Dan Dunn, Michael Griffin, Bruce Leep, Dawn Diamantopoulos, Michael Maloney, and Tracy Oprea. Keith Bruxvoort was absent with notice. Attorney Rhett Tauber serving as attorney for the Board was also present. The following members of the public were in attendance: Chuck Haber, Tom Byelick, and Michele Piskol. Cecile Petro, Redevelopment Director, prepared the minutes of the meeting.

**Minutes**

Board Member Oprea made a motion to accept the minutes as written for April 16, 2015. Board Member Dunn seconded the motion. **Motion carried by unanimous voice vote.**

**Terms of Office for Board Members**

Board Members selected slips of paper with either a one, two, or three year terms of office written on them in order to provide staggered terms. The following selected a one year term which will end on December 31, 2015: Michael Griffin, Robin Carlascio, and Dan Dunn. The following selected a two year term which will end on December 31, 2016: Michael Maloney, Tracy Oprea, and Keith Bruxvoort. Bridget DeYoung, Bruce Leep, and Dawn Diamantopoulos selected three year terms ending on December 31, 2017. Due to the absence of Keith Bruxvoort, his term was selected by the remaining slip of paper.

**Election of Officers**

Before the election of officers, Attorney Tauber reminded Board Members that this board, a quasi-governmental board, operates under the Open Door Laws. All of their discussions and emails are a part of the public record.

Next, Attorney Tauber asked for nominations for President. Board Member Diamantopoulos made a motion to nominate Board Member DeYoung as President. Board Member Leep seconded the motion. Attorney Tauber asked for further nominations. Upon hearing none, he closed the nominations. **Motion to elect Board Member DeYoung as President passed by unanimous voice vote.**

Attorney Tauber then asked for nominations for Vice-President. President DeYoung nominated Board Member Dawn Diamantopoulos. Board Member Oprea seconded the motion. Attorney Tauber asked for further nominations. Upon hearing none, he closed the nominations. **Motion to elect Board Member Diamantopoulos as Vice-President passed by unanimous voice vote.**

Next, Attorney Tauber asked for nominations for Secretary. Board Member Diamantopoulos nominated Board Member Oprea. President DeYoung seconded the motion. Attorney Tauber

asked for further nominations. Upon hearing none, he closed the nominations. **Motion to elect Board Member Oprea a Secretary carried by unanimous voice vote.**

Lastly, Attorney Tauber asked for nominations for Treasurer. Board Member Griffin nominated Board Member Bruxvoort. Secretary Oprea seconded the motion. Attorney Tauber asked for further nominations. Upon hearing none, he closed the nominations. **Motion to elect Board Member Bruxvoort as Treasurer passed by unanimous voice vote.**

Interim President Maloney transferred the gavel to newly elected President DeYoung. Mr. Maloney previously stated that he did not desire to run for the Presidency. Board Members thanked him for his service.

### **Timeline for Construction and Operations**

Board Members discussed the timeline which reflected both construction and operational events. The Redevelopment Director, Cecile Petro, stated that a report has been received from the structural engineering company, Enspect Engineering. It states that two wooden trusses were in immediate need of support and the other two trusses are about fifty percent in need of bracing. The Commission is currently seeking estimates on the cost of repairing or replacing the roof and on the sustainability of repairs versus replacement. President DeYoung stated that she has a union representative and a business person interested in assisting with the construction of the theatre. She will meet with them and with representative of the Redevelopment Commission to discuss a possible working relationship.

The Redevelopment Commission is also preparing a Request for Proposals document for architectural services.

### **Reports from Committees**

#### **Bylaws Committee:**

Bylaws have been completed and approved.

#### **Volunteer Committee:**

Ms. Petro reported that over four hundred and fifty people have signed up to volunteer. The Town's IT Director, Ed Dabrowski, is preparing an electronic listing of volunteers so that the Volunteer Committee will be able to communicate effectively with the volunteers. The first communication will be a survey requesting volunteers to select the committee(s) on which they would like to participate or provide information on their interests.

#### **Programming Committee:**

No update was provided.

#### **Membership:**

Committee Chair, Tracy Oprea, reported progress from the Membership Committee. She informed the Board that the *Second Annual Car Cruise* that was scheduled for May 30, 2015 was cancelled due to poor weather conditions and the cost of a table at the *Paws in the Park* event was too costly, so Committee Members and volunteers were unable to pass out Town Theatre Memberships at those events. She desires to have a cadre of volunteers work a table during the Independence Day Parade on July 3<sup>rd</sup>; however, she could not recruit enough members for that day. Ms. Oprea will select a day during one of the Farmers' Markets and set up a table to distribute Memberships. The Committee will also look into the possibility of

going to other town/city Farmers' Markets to distribute Membership applications. Those towns and cities will be contacted first. She will also look into advertising the Memberships within other town/city newsletters.

Volunteer Julie Larson will create a booklet for distribution next year including all of the names of this year's Founding Members. Until the layout of the theatre is known, the Membership Committee has decided not to approach potential sponsors for large donations. In the future, the Membership Committee will seek sponsorships for rooms, events, and items within the theatre. Chair Oprea also mentioned that she is placing information about the Memberships in the Town Theatre windows.

The total number of Memberships to date increased from 101 on May 7, 2015 to 357 on June 12, 2015. Most of the increase is due to the inclusion of the Membership form within the *Gazebo Express* town newsletter in May. The total amount that has been received from Memberships and donors through June 12, 2015 is \$14,300.00.

**Publicity:**

Vice-President Diamantopoulos shared that the Town Theatre Facebook® page has over 1000 "likes". She also reminded Board Members to provide her with a picture and their biographies for the Facebook® page. Board Member Carlascio will order specialized software for the Town Theatre website. The results from the Art & Cultural Survey sent out through the June issue of the *Gazebo Express* will be available at the next meeting.

President DeYoung asked Board Member Carlascio if she would be willing to accept the chairmanship of this committee. Ms. Carlascio agreed.

**Technical Operations:**

No update was provided.

**General Operations:**

No update was provided.

**Maintenance:**

Mr. Kessler, Chair of the Maintenance Committee, reported through Redevelopment Commission Director Petro that there are still several large items within the theatre and other trash that will need to be disposed of before repairs can be made to the roof. He will be seeking volunteers for his committee to remove those items.

**Finance:**

Treasurer Keith Bruxvoort communicated to Redevelopment Director Petro that he is satisfied with the Operating Forecast that was developed for the Town Theatre in 2014. Now that the officers of the Town Theatre Board have been elected, a checking account can be set up at a local bank. Attorney Tauber suggested that the Treasurer, Keith Bruxvoort, and one other officer have check signing privileges.

**Fundraising:**

Co-Chairs, Carlascio and DeYoung will develop fundraising goals to review at a later board meeting.

Board Member Carlascio will meet with Mr. Tom Lounges to discuss future fundraising efforts. She also suggested having an arts event that would include entertainment from a quartet, art pieces for display, for sale, and for auction. President DeYoung suggested that the Board look into sponsoring a movie themed event when the new *Star Wars* movie opens this winter.

Board Member Dan Dunn presented his goals for a potential consultant. In his estimation, a fundraising plan has to be developed, the Board has to assume certain responsibilities, the Fundraising and Volunteer Committees need to become involved, local businesses must support the theatre, and the community must participate through regular information updates and through volunteerism. President DeYoung gave an overview of the steps that have been taken to date and what is needed to move forward. Board Member Maloney stated that a job description, a timeline, and funds to pay for the position are all needed. Discussion ensued on whether to have a full-time interim fundraiser. If so, who would that person report to, would he/she be a consultant or employee, and would this person phase into the Directorship? Other questions included expectations of productivity, the salary that would be expected, and the work that would have to be completed before a fundraiser could step in and begin work. Other comments included whether a company could be hired and their employee(s) would be responsible for completing the tasks, whether to hire one person, or whether a faculty member from a nearby university would be a good fit. Members requested that Board Members Dunn and DeYoung enhance and give greater detail to their document. The Board would like measurable, timely goals that give the Board medium risk, if possible. Redevelopment Director Petro will contact the Theatre Consultant, Steven Libman, for advice on acquiring a consultant for fundraising purposes.

No further progress has been made on obtaining Edward Allen, originally from Highland, as a possible fundraising event. President DeYoung will look into this possibility.

Vice President Dawn Diamantopoulos will report back to the Board at the next meeting regarding the Robert Brasher prints. She has received one estimate to date.

Board Member Robin Carlascio will report back to the Board at their next meeting regarding other local efforts to develop “Sell a Seat” programs.

Vice President and Chair of the Grant Writing Subcommittee, Dawn Diamantopoulos, reported that two people have volunteered to be a part of the Grant Writing Subcommittee.

### **Adjournment**

Board Member Dunn made a motion to adjourn the meeting at 6:03 PM. Board Member Maloney seconded the motion. **The meeting adjourned by unanimous voice vote.**